

Contracts Manager

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Company: Cognitive Group | Part of the Focus Cloud Group

Location: United Kingdom

Category: legal

Contracts Delivery Manager My client who are a large international company are recruiting a Contracts Manager to join their team on a 12 months contract. You will participate as part of an integrated team responsible for: Analyzing all subcontracts to identify the commitments, obligations and requirements; Aligning the approach, ownership, and oversight of multiple subcontracts to maintain compliance with the prime contract; Advising program and senior management on potential impacts of key business decisions and program changes related to the multi-subcontractor ecosystem; Analyzing contractual risk to the business and assisting senior management in assessing risk exposure for the program; Visiting client sites and meeting with subcontractors; Documenting deviations to terms and conditions compared to the prime contract, and monitoring compliance against the prime contract; Managing, documenting and driving all subcontract deliverables to ensure timely delivery by the multi-subcontractor ecosystem

Qualifications

Experience in drafting and negotiating contracts, statements of work, and service level agreements; Excellent oral and written communication skills required in preparing clear, concise, and grammatically correct materials for communicating information effectively to others; Expert contract, project, and time management skills; Action oriented with a passion for getting things done quickly and efficiently; Strong cross-group collaboration and relationship management skills including creating, directing, participating, supporting, and/or coordinating virtual teams to achieve objectives; Ability to document and improve work processes in order to make workflow more efficient and productive; Ability to work independently with minimal guidance while being a team player able to effectively manage a demanding workload across geographic and

organizational boundaries;Ability to co-ordinate timely delivery to meet contractual deadlines.Experiences Required:12+ years of experience successfully managing complex contracts and related documents at a large-scale corporation, law firm, or government entity;Ability to perform in complex cross-functional business environment;BS or BA in Finance, Business, Law, or related discipline;Remote working with openness to some travelAbility to obtain BPSS clearance.Certifications Preferred:Certified Professional Contracts Manager (CPCM)Please click apply or send your CV directly to Kiran.Oogarah@cognitive-group.com

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